



## Special Rates

As part of the Seattle Parks and Recreation Department, we offer price breaks for the following classifications. Ask at the time of your rental if you have

questions regarding the policy.

### **Class A** *\$10 booking fee only*

◆ Non-commercial, free public meetings advertised to the public, in which no admission fee, vendor fee and or donation is requested and which occur during normal operating hours (8:30 am-5:00 pm Tuesday-Friday) pay only a \$10 booking fee .

### **Class B** *\$5.00/hour price break*

◆ Events/meetings, open to the public, where an admission fee, vendor fee and/or donation is requested or received; or any commercial use which is open to the public.

◆ A non-profit agency sponsored event/meeting for youth, seniors, and the disabled or low-income populations in the City of Seattle, which may be open or closed to the general public with an admission fee.

◆ Any Class A use scheduled outside of regular operating hours.

## Reservations

We make room rentals available on a first-come, first-served basis. We will confirm your rental as soon as we have filled out, and you have signed, the Facility Use Rental and Agreement Forms, and you have submitted your payment. At that time we will give you copies of all these documents. No other letter or materials will follow. If you have any questions, please contact the staff at the facility where the rental will take place.

You may pay for facility rental by cash, check, money order, or cashier's check made payable to the City of Seattle. Personal checks will not be accepted later than one week prior to the event. If payment is made by a personal check with insufficient funds in the account, the terms of the permit are canceled until the permittee pays the amount due. A \$20 NSF fee will be added to the total.



## Refunds

Any person who reserves a room and requests a refund 14 days or more before the start will receive a refund minus a service charge. Any person who reserves a room and cancels fewer than 14 days before the date of rental will receive no refund.

## Carkeek Park Room Rentals



Carkeek Park  
950 NW Carkeek Park Road  
Seattle, WA  
(206) 684-0877

<http://www.ci.seattle.wa.us/parks/parkspaces/carkeekpark/elc.htm>





**Welcome to Carkeek Park,** one of Seattle's most popular neighborhood parks, Historic 186-acre Carkeek

Park offers spectacular views of Puget Sound. Over six miles of trails wind through stream, beach and forest habitat, providing opportunities for natural exploration and recreation. Playground and picnic tables provide a perfect location for gatherings.

The award-winning Carkeek Park Environmental Learning Center is the perfect location for retreats, community events, evening classes, weddings, receptions, memorials, birthday parties and family gatherings.

Built to meet the needs of the community and a blossoming environmental education program, the Carkeek Park Environmental Learning Center (ELC) is a showcase for sustainable building practices. One of the City of Seattle's only LEED Gold Standard buildings, the center is a model for resource efficiency and protection of human health and the environment.

#### **Sustainable building features include:**

rooftop rainwater harvest \*natural ventilation\*solar electric (photovoltaic) panels\*salmon-friendly native species landscaping\*environmentally friendly paints/coatings, adhesives, sealants, wood composites and carpeting\*recycled and salvaged products \*the use of regional materials which support our regional economy and reduce the energy, waste, and pollution associated with transportation

## **Site Amenities:**

The Environmental Learning Center is over 800 square feet.

Large doors at the end of the room open onto a small courtyard for increased ventilation and outdoor access. A sink, large counter spaces, refrigerator and a microwave are available; you are welcome to have catered events.

Renters are welcome to use our tables, chairs, coffee maker and overhead projector. Large screens, dry erase boards and easels are available for presentations in each room. We provide you with tables and chairs; you are responsible for room set-up and clean-up.



Call (206) 684-0877 for room availability and pricing.

## **Rental Rates**

Private meetings, board retreats, birthday parties and functions:

#### **Environmental Learning Center**

Weekends, evenings (after 4), holidays

**\$50.00 an hour**

**\$25.00 booking fee**

Weekdays, 10:00 am-4:00 pm

**\$35.00 an hour**

**\$10.00 booking fee**

#### **Alcohol**

An additional \$60 non-refundable fee will be charged for all events with alcohol. Alcohol may only be used in the building after hours. There is a \$500.00 refundable fee for all events involving alcohol.

#### **Day Rates**

Typical 8 hour retreats during regular operating hours cost approximately **\$290.00.**

Typical 8 hour retreats on weekends and non-operating hours are approximately **\$425.00.**

